



ASSISTANT CITY MANAGER

FLSA Status: Exempt

Adopted: April 2000

Revised: April 2005, September 2006

Classification specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

GENERAL DEFINITION

Under general direction, assists the City Manager by performing varied management duties with a high degree of responsibility; supervises the Town's personnel activities and programs, including employee relations; supervises the Town's recreation activities and programs; responsible for overall administration of the Town's Finance unit; administers the Town's risk management program; assumes the duties of the City Manager during the absence of the City Manager, and performs the duties of Finance Director as described by Town Ordinance and State law; acts as the Deputy City Clerk; supervises the Town's reception services and administrative staff; exercises independent purchasing authority and does other related work as required.

DISTINGUISHING CHARACTERISTICS

This is a department head classification reporting to the City Manager.

TYPICAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to highly responsible management functions in the following areas:

- Financial Administration:
 - Supervises finance, accounting and payroll personnel
 - Prepares and monitors budget; ensures budget
 - Reviews and approves as needed all Town purchase orders and invoices
 - Oversees the Town's financial planning activities
 - Reports the financial status of the Town to the City Manager and City Council
- Risk Management:
 - General liability claims
 - Town's insurance policies
 - Serves as Safety Committee Chair
- Administrative:
 - Attends meetings on behalf of the City Manager
 - Makes special studies and investigations
 - Drafts proposed resolutions and ordinances

- Represents the Town at meetings with the public and with officials of other public agencies and civic groups in development and coordination of Town affairs
- Consults with and assists department heads in solving problems and developing new policies and procedures
- Functions as a member of the Town management team participating in Town-wide policy development, administrative planning, risk management and safety and loss prevention
- Deputy City Clerk:
 - Acts as the Deputy City Clerk; responsible for the Council agenda process
 - Ensures compliance with Brown Act, FPPC regulations, election laws, and the Public Records Act
- Technology:
 - Manages usage, administration and maintenance of technology, including network computer systems
 - Telephone communications systems
 - Internet technologies
 - The City's cable television franchise
- Emergency Services:
 - Performs duties outlined in the Town's emergency plan in the absence of the City Manager.

QUALIFICATIONS

Knowledge of:

- Principles, problems and methods of public and business administration as applied to a municipality, including organization and methods analysis, personnel administration, risk management, purchasing, fund accounting and generally accepted accounting principles and procedures
- Principles and practices of budget preparation and administration
- Principles of supervision, training and performance evaluation
- Legislative procedures and recent court decisions and their effects on Town operations
- Methods and techniques for effective public relations
- Principles and practices of team building and leadership

Ability to:

- Provide senior and upper management leadership and direction in the decision-making process
- Develop and coordinate effective training programs
- Select, supervise, evaluate, reward and discipline staff
- Plan, organize, delegate and coordinate the work of others
- Interpret and ensure compliance with complex regulations and laws
- Develop and implement policies and procedures for the administrative operations of the Town
- Deal effectively with advisory boards and commissions, as well as other elected public officials; identify and respond to sensitive community and organizational issues, concerns and needs
- Study analyze and compile technical, statistical and related information
- Develop and present complex reports
- Prepare accurate and timely staff reports

- Develop and propose long range strategic plans for the department and Town
- Establish and maintain good working relationships with Town officials, employees and the community
- Maintain confidentiality
- Utilize consultant services effectively with limited resources
- Communicate effectively in English both verbally and in writing
- Analyze, interpret and explain policies and procedures
- Conceive, propose, implement and maintain sound fiscal procedures and records
- Conceive and effectively propose solutions to problems
- Perform duties on a regular and consistent basis

Education and Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Education: Graduation from an accredited four-year college or university with major coursework in public administration, business administration, or a related field. Completion of a Master's degree in public administration or a closely related field is highly desirable
- Experience: Five years of professional-level experience in public administration or closely related field of which two years must be in a management or administrative capacity

Licenses

Possession of an appropriate valid California driver's license

SPECIAL REQUIREMENTS

These functions may be performed with or without reasonable accommodation:

- Speak clearly and understandably
- Review reports and correspondence quickly and accurately
- Report to work at any hour of day or night as required by disaster or other emergency situation
- Use dexterity and vision necessary to operate computer equipment with a high degree of productivity
- On a continuous basis, must sit at a desk and in meetings for long periods of time
- Intermittently twist to reach equipment in their work area
- Perform simple grasping and fine manipulation
- Use a telephone
- Communicate through written means
- Work extended and/or flexible hours in order to attend Board and other public meetings
- Work under pressure to complete a variety of written reports within specific timeliness
- Present staff reports, budgetary, and other public information before the Council and the public
- Interpret a variety of legal codes and regulations, and accurately and effectively communicate same to the public
- Perform all duties on the job description except those determined to be incidental